

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

May 4, 2004

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 407**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Correction to Transmittal Sheet No. 406

Issue Date: May 4, 2004

This Transmittal Sheet is being issued to correct the Transmittal Sheet No. 406 due to a page number that was inadvertently left off and errors on the transmittal numbers. The rules on these two pages have not changed, so we are leaving the asterisks next to Rule 7.4(d) to indicate that that was the last change on that page.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.27	406	20.27	363
20.28	403	20.28	407

Sincerely,

s/Allen H. Reynolds
Director

CHAPTER 7

EXAMINATIONS AND ELIGIBLE LISTS

7.1 Examinations.

- (a) The Director shall conduct competitive examinations at such times and places as he deems necessary or desirable to meet the needs of the Classified Service.
- (b) Unless specifically provided otherwise in examination announcements, applications for admission to examinations shall be accepted on a continuing basis.

7.2 Public Notice of Open Competitive Examinations.

- (a) The Director shall give reasonable public notice of each open competitive examination in advance of the deadline date for filing applications.
- (b) Notices of open competitive examinations shall be posted on a bulletin board maintained at or near the principal office of the Department of State Civil Service. The Director may also advertise tests in such publications as he deems appropriate and use any other means he considers necessary or desirable to bring the notice of the examinations to the attention of the general public and to those qualified for admission.
- (c) Each official notice shall state the place and manner of making application, and any other information which the Director considers pertinent and appropriate.

7.3 Amended and re-enacted effective March 15, 1966 as a part of Rule 7.9.

7.4 Minimum Qualifications.

- (a) The Director shall establish Minimum Qualifications for each job in the classified service. These Minimum Qualifications shall be included as part of the job specification for each classified job. Appointees to any classified job must meet the Minimum Qualifications established for that job unless exempted under provisions of Rules 7.9(a)2(c), 7.9(a)2(d), 8.16(d), 8.18, or 5.8. The Director may order the removal or separation of any employee found to have been appointed who does not meet the Minimum Qualifications.
- (b) A person whose employment is prohibited by any law or Rule shall not be admitted to any examination, except that where, the Director finds there exists reason to believe that the prohibition will cease to exist within a reasonable time, an applicant may be admitted to the examination and certified for a position but such person shall not be appointed as long as his employment is prohibited.

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20.28 (7.4 Minimum Qualifications - continued)

- (c) Whenever age limits are specified in the qualification requirements such age limits shall not apply to any applicant who has had at least one year of experience in the Classified Service in the class of position for which he makes application to be examined.

- (d) An applicant who is admitted to a continuously open Civil Service written test series, except those covered by rule 7.4(d)2 may test up to three (3) times for the same test series in any twelve (12) month period provided at least four (4) weeks have elapsed from the date he or she last took that examination. ***When an applicant repeats a test, the applicant's official grade shall be the highest grade obtained on the examination.***

1. An applicant who receives a score based on an experience and training rating, except for those covered by rule 7.4(d)2 may apply for the same eligible list up to three (3) times in any twelve (12) month period provided at least four(4) weeks have elapsed from the date he or she last applied for that eligible list. The applicant's official grade shall be the most recent examination.
2. The Director may designate certain exams or selection procedures for which he will establish retest eligibility that is different from that established by rules 7.4(d) and 7.4(d)1. This will be done in cases where the cost of administration per examinee, nature of the test, or other factors make it advisable to limit retesting. The applicant's official grade shall be the most recent examination.

- (e) Repealed, effective February 10, 1976.

- (f) The Commission shall establish mandatory training for employees who occupy or are appointed to designated supervisory, managerial or administrative jobs. Each department shall advise employees who occupy these jobs of the training requirements. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.

7.5 Rejection of Application.

- (a) The Director may reject the application of any person for admission to examination or refuse to examine any applicant
 1. Whose employment in the Classified Service would be prohibited by law; or
 2. Whose conduct has been infamous or disgraceful; or who